

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.10
SECTION:	RELATIONS		
POSITION:	LIBRARY TECHNICIAN		

1. **Immediate Supervisor:** Principal

2. **Primary Function**

The role of a library is evolving from that of a location where paper records or books can be accessed to one where all kinds of media are stored, including virtual libraries, CD-ROM's, the internet, as well offering the ability to remotely access numerous other sources. As a result, library technicians, or information professionals, are consolidating traditional librarian responsibilities with duties related to evolving technology. Library Technicians help students and staff locate information and using it proficiently for personal and professional objectives. Library Technicians need to be knowledgeable of a vast array of scholarly and public information resources and have to follow trends and advancements in publishing, computers, and the media as they direct the selection and organization of materials. Library Technicians direct staff and develop and design information programs and systems that will be used by the students, making sure that all information is displayed in a user friendly way.

The library technician administers and provides quality library media service in a way that incorporates curriculum and technology, so that students and staff effectively retrieve, evaluate and utilize information as well as develop a love of reading and life-long learning.

3. **Minimum Qualifications**

- 3.1 High school diploma.
- 3.2 Library classes or experience working in a library is preferred.
- 3.3 Strong interest in reading is preferred.
- 3.4 Interest in libraries and willingness to work with others, particularly students.
- 3.5 Experience preferred in using photocopiers and other office equipment, including microcomputers and software programs utilized by the school libraries.

4. **Knowledge, Skills and Abilities**

- 4.1 Possesses the following attributes: follows instructions willingly, able to meet deadlines, organizational loyalty, honesty, punctuality and dependability.
- 4.2 Ability to exercise good judgment in evaluating situations and making decisions.
- 4.3 Must be able to work cooperatively with the staff and students of the school.
- 4.4 Ability to keep calm under stress and maintain an air of helpfulness.

- 4.5 Ability to maintain confidentiality of division and school business.
- 4.6 Willingness to keep abreast of changing technologies and to assume new responsibilities required by the introduction of new services and equipment.

5. Performance Responsibilities

- 5.1 Maintains the library so as to allow for optimum use by teachers and students.
- 5.2 Ensures that student services have priority over other duties during school hours.
- 5.3 Promotes literacy and the enjoyment of reading.
- 5.4 Operates and maintains the computerized automated system registering borrowers and preparing overdue notices.
- 5.5 Demonstrates a working knowledge of online library databases.
- 5.6 Performs circulation tasks of all library materials (books, periodicals, audio-visual resources). These tasks should include: checking materials in and out, arranging materials on the shelves, locating and retrieving materials, preparing and sending overdue notices and recording circulation statistics.
- 5.7 Under the direction of the Principal, supervises and maintains general order and an atmosphere conducive to student learning.
- 5.8 Provides reference information for both teachers and students.
- 5.9 Assists students/classes in the development of library skills.
- 5.10 Assists and monitors students who utilize the library Internet connection.
- 5.11 Assists teachers in the supervision of library facilities.
- 5.12 Familiarizes herself/himself with all available community resources and makes teachers and students aware of them.
- 5.13 Supervises the circulation of books, audio-visual and other materials.
- 5.14 Maintains and updates knowledge of cataloguing tools, library automation software and other relevant technologies.
- 5.15 Keeps library resources, student texts and teacher resources in good repair.
- 5.16 Maintains and updates materials in the library collection.
- 5.17 Requisitions reference books, material, and periodicals, after consulting with the Principal and teachers.
- 5.18 Requisition library supplies through the Principal.
- 5.19 Keeps work areas neat.
- 5.20 Prepares displays and bibliographies appropriate to seasons, themes, topics, liturgical celebrations, etc. being used by teachers.
- 5.21 Assists in the coordinating of Book Fairs and related activities.
- 5.22 Coordinates the activities of volunteer students involved in the library services.
- 5.23 Participates in in-services as required.
- 5.24 Performs other duties, as assigned from time to time by the Principal.

- 5.25 This Administrative Procedure is not intended to contravene existing collective agreements or policies and procedures of predecessor Boards.

6. Terms of Employment

- 6.1 Academic year.
- 6.2 Library Technicians are not employed on non-student days with the exception of staff orientation day, religion in-services and the year-end administration day.
- 6.3 The library technician, in consultation with the Principal, shall determine the schedule of days and hours worked as approved by the Director of Education or designate.

7. Confidentiality

- 7.1 At no time should the Library Technician Worker discuss in public information pertaining to employees, students or the operation of the school division. The Library Technician is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

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